**Organisation Name:**

**Contact Name:**

**Date Completed:**

|  |  |  |
| --- | --- | --- |
| **Health & Safety** | **Yes** | **No** |
| If you have 5 or more staff, does your organisation have a written Health & Safety Policy? |  |  |
| If ‘no’, please give reason: |  |  |
| Please confirm the student will receive an induction and other safety related information. |  |  |
| Will you inform the student if they will need a DBS check should they be undertaking a post involving people under 18 years or vulnerable adults\*?  ***\*A vulnerable adult is a person over 18 who has a physical or mental illness or disability which affects their ability to protect themselves from abuse.***  ***\*\* You as the Internship provider are responsible for all costs relating to DBS checks.*** |  |  |
| **Insurance** |  |  |
| It is a requirement that the student will be insured for the duration of their time with the organisation even if the role is virtual. Please provide insurance details as follows: |  |  |
| Employer Liability Insurance:  Public Liability Insurance:  ***(NB: if the end dates of either are prior to the conclusion of the post you will be required to provide updated policy certificates of your when available)*** | **Yes**  **Yes** | **No**  **No** |
| Copies of your documents have been uploaded to MyCareer alongside this form?  ***\*Only applicable to Internships outside of the Ignite programme*** | **Yes** | **No** |
| **Risk Assessment** | **Yes** | **No** |
| Have you carried out a risk assessment of your work practices that will include the work to be undertaken by a University of Southampton student/s? |  |  |
| **Accidents and Incidents** | **Yes** | **No** |
| Will your organisation report to the University all accidents or incidents involving any University of Southampton students during their post with the organisation? |  |  |
| Will you report to the University any sickness involving the student/s, which may be attributable to the work being undertaken? |  |  |

|  |
| --- |
|  |

I understand, acknowledge and intend that putting an ‘X’ in the box below and sending this document electronically shall have the same effect as if I had signed the document.